

TRAINING REQUISITION FORM

Reference Number

GAM/TRF/ _____

Department

FOR SPECIFIC TRAINING REQUIREMENTS, PLEASE COMPLETE THE FOLLOWING:

Type of Training <i>(Please tick accordingly)</i>			
<input type="checkbox"/> Type Course	<input type="checkbox"/> Technical Course	<input type="checkbox"/> Others:	<input checked="" type="checkbox"/> In House Training
<input type="checkbox"/> Quality Training	<input type="checkbox"/> Recertification Program		<input type="checkbox"/> Outside Training
<input type="checkbox"/> Regulation Training	<input type="checkbox"/> Computer (Software)		<input type="checkbox"/> Overseas Training
<input type="checkbox"/> General Familiarisation	<input type="checkbox"/> Soft Skill Training		


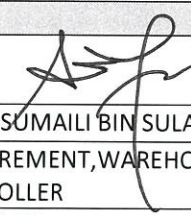
Title of Training Course
1. EPM TRAINING

Proposed Training Provider	Estimated Cost

Proposed Duration of Training			
Date Start: 18-JULY-23	Date End: 18-JULY-2023	Duration: 1 DAYS	

Proposed Name of Trainees <i>(Please attach separate list if necessary)</i>				
No	Name	Staff No	Designation	Department
1	MOHD AINOL BIN MAAZ MALEK	8283	LOGISTICE OFFICEL	LOGISTICE-
2	ROSLI BIN IDRIS	8127	SHIPPING / RECEIVING	LOGISTICE-
3				
4				
5				
6				

Justifications <i>(Briefly describe the purpose or objective of the training)</i>
- TO IMPROVED STAFF WORKING AREA AND KNOWLADGE

Requested by:		Supported by:	
Signature		Signature	
Name	MOHAMAD SYUKRI BIN AKMAR RUDIN	Name	MOHD SUMAILI BIN SULAIMAN
Designation	LOGISTIC . SI	Designation	PROCUREMENT, WAREHOUSE & LOGISTICE CONTROLLER
Date	14-JULY-23	Date	14-JULY-23

Additional Information <i>(Do not fill out below – For official use only)</i>		Training Coordinator	
HRDF Claimable	Training Agreement	Signature	
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Name	
<input type="checkbox"/> No	<input type="checkbox"/> No	Date	

Approved by:	
Accountable Manager/Chief Technical Operating Officer	Human Resource Manager
Signature	Signature
Name	Name
Date	Date

Official Note:



Mohd Sumaili Sulaiman <sumaili.galaxyaerospace3@gmail.com>

Request Update Training record every 3 mth for Logistic Staff

Mohd Sumaili Sulaiman <sumaili@galaxyaerospace.my>

10 August 2023 at 14:58

To: Danial Aiman Hakeem Yee <aimanhakeem@galaxyaerospace.my>

Cc: STORE GAM <store@galaxyaerospace.my>

Salam En Daniel,

Please provide training updates **every 3 month** for our staff due to the need to update our record of training for our staff.

Thank you

Kindest Regards,

Mohd Sumaili Sulaiman

Procurement, Warehouse & Logistic Controller

*for and on behalf of***GALAXYAEROSPACE (M) SDN BHD**

No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor.

+603-7455 0555 +603-7734 7526

Lot 11-14, MRO Centre, MIAC, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor.

+603-7734 7226 +603-7734 7526

 GAM Engineering Training Logistic Procedure 2023 (1).xlsx
23K



Mohd Sumaili Sulaiman <sumaili.galaxyaerospace3@gmail.com>

Training Notice - Change of Training Location (EPM)

Danial Aiman Hakeem Yee <aimanhakeem@galaxyaerospace.my>

17 July 2023 at 14:27

To: Anas Naili Fahmi Hosni <anasnaili@galaxyaerospace.my>, Mohd Azlan Tahir <azlantahir@galaxyaerospace.my>, Muhammad Faiz Shamsul Kahar <faiz.kahar@galaxyaerospace.my>, Faris Mohd Hizam <farishizam@galaxyaerospace.my>, hairulhanafi.galaxyaerospace@gmail.com, Hairul Hanafi Hassan <hairulhanafi@galaxyaerospace.my>, Ibrahim Hazly Mohamad Yusof <hazly@galaxyaerospace.my>, Idros Abd Rahman <idrosabdrahman@gmail.com>, izzatemir.galaxyaerospace@gmail.com, Izzat Emir Mohd Ridzwan <izzatemir@galaxyaerospace.my>, "Jagetheson @ Sonny S. Ganeson" <jagetheson@galaxyaerospace.my>, Muhammad Kharilhelmi Rosseli <kharil@galaxyaerospace.my>, Nita Ismail <nita@galaxyaerospace.my>, Othman Abdul Latif <othman@galaxyaerospace.my>, Nor Shafina Mohd Din <shafina@galaxyaerospace.my>, Mohd Zainurin Mat Arip <zainurin@galaxyaerospace.my>, zhafri.galaxyaerospace@gmail.com, Ahmad Zhafri Mohd Nor <zhafri@galaxyaerospace.my>, **Mohd Ainol Ma'az Malek** <ainol@galaxyaerospace.my>, **Rusli Idris** <rusli@galaxyaerospace.my>

Cc: ainulaqilah.galaxyaerospace@gmail.com, NUR SANIA SABIRA SHARIZAL <sania.galaxyaerospace@gmail.com>, Adam Zafran George Abdullah <adam@galaxyaerospace.my>, Roslina Mohd Sabri <roslina@galaxyaerospace.my>, Mohd Sumaili Sulaiman <sumaili@galaxyaerospace.my>

Assalamualaikum and Good Day!

Dear All,

Due to rooms at GAM HQ Siera being fully occupied, EPM Training that was scheduled @ GAM HQ will be changed to **GAM OC (Emerald Room)**.

Below are the revised EPM Training details;

TRAINING TITLE	Engineering Procedure Manual (EPM)
DATE	18 July 2023
VENUE	Emerald Meeting Room, GAM OC Subang
TIME	0900-1730
INSTRUCTOR	Pn Roslina Sobri

Sorry for any inconvenience caused. Should you have any queries, please do not hesitate to contact us.

Regards,

Danial Aiman Hakeem Yee

Training Executive

for and on behalf of

GALAXY AEROSPACE (M) SDN BHD



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